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S E C R E T

17 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 17 May 19841. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. 1984 Logistics Conference: On 14 and 15 May 1984,
the Logistics Conference was held. Approximately
people, 25 percent of OL, attended the conference.

b. Ames, Key and Chamber of Commerce Parking Controls:
A draft lease for the parking area in the Key Building has been
prepared by the Real Estate and Construction Division, OL, and
reviewed by Logistics & Procurement Law Division, OGC. A
meeting to commence negotiations with the lessor for this site
will be held on 18 May 1984.

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25X1 d. Training: The Field Administration Course will begin
on 21 May []

25X1 e. Quality of Life: The Southeastern Floor Company has
completed the installation of flooring in the exercise and
locker rooms. This completes this project which included the
replacement of the running track in the Headquarters Building.
[]

25X1 f. Drawings: Drawings for the relocation of the Watch
Office, DDO, to Room 7F19, Headquarters Building, were
completed by the Architectural Design Staff, OL, and issued to
the Space Maintenance and Facilities Branch, OL. This was done
in response to a high-priority request from the Deputy Director
for Operations. []
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25X1 h. Carpool Locator System: A meeting was held with the
Chief, Logistics Services Division, OL, to discuss preliminary
requirements for a micro-computer based system. The proposed
system would be located in the J corridor of the Headquarters
Building and be available to all employees for perusal of
carpool information. It would be an automated version of the
present "board" system. Requirements gathering will continue.
[]

25X1 i. ETECS Renovations: The air handler in the Printing
and Photography Building was moved on Saturday, 12 May. When
the electrical power was disconnected by a Headquarters
Engineering Branch representative, it was discovered that
several wires were burned, indicating that there had been at
least one fire in the power box. The damaged wires were
replaced, and a work order will be submitted to rewire the
entire unit. []

25X1 j. Waste Paper Disposal: Printing and Photography
Division, (P&PD) OL, representatives visited the Review and
Herald Publishing Association printing plant in Hagerstown,
Maryland on 10 May to look at their Ohio Blow Pike Company
(OBP) system. OBP is one of the three vendors Printing and
Photography Division has been evaluating. The system has been
virtually trouble-free since installation about two years ago.
The system is impressive, but it was obvious that it takes up
considerable space. []

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25X1 k. Agency Recruitment Brochure: The Office of Personnel has requested that P&PD design and produce a video production for use by the Office of Personnel field representatives this Fall. []

25X1 l. New Building Project - Bid Package #1: General Services Administration will issue the Notice to Proceed to The George Hyman Construction Company on 21 May 1984. Prior to this official notice, the contractor has moved construction trailers on site and accomplished survey and layout work. []

25X1 m. New Building Project - Bid Package #3: Twenty-eight bidders are attending the third and last site visitation tours of the powerhouse this week. []

3. Significant Events Anticipated During the Coming Week:

25X1 a. New Building Project - Bid Package #3: Bids for the powerhouse modifications will be opened at 2:00 p.m. on 22 May 1984 at the General Services Administration, National Capital Region. []

25X1 b. TDY - Deputy Director of Logistics: The Deputy Director of Logistics is scheduled to depart TDY on 21 May and will return 18 June 1984. []
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[Signature] Daniel C. King *[Initials]*

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